

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA
PROBATION OFFICE**

EMPLOYMENT OPPORTUNITY

POSITION: United States Probation Clerk

LOCATION: Savannah, Georgia

VACANCY ANNOUNCEMENT: 06-04-USPO

STARTING SALARY: CL-23/1 to CL-23/25 (\$28,095 to \$35,116)
(Starting salary commensurate with qualifications); promotional opportunities are available to CL23/61 (\$45,648)

OPENING DATE: September 25, 2006

CLOSING DATE: October 4, 2006

The United States Probation Office, United States District Court, Southern District of Georgia, is accepting applications for the full-time position of United States Probation Clerk.

POSITION OVERVIEW:

Formats, types, and edits reports developed by probation officers, often within an abbreviated time period. Organizes and prepares case files. Acts as receptionist by answering the telephone and greeting the public. All other duties as assigned.

QUALIFICATIONS:

Applicants must be high school graduates or the equivalent, with at least two years' clerical experience involving progressively responsible general clerical or secretarial experience which provided a good knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, sorting, and distribution of mail. Knowledge and skill in the use of personal computers and software applications to prepare reports and correspondence are **required**.

CONDITIONS OF EMPLOYMENT:

All applicants considered for the position will be required to undergo a background investigation which includes an FBI fingerprint check, as the position involves handling of confidential or highly sensitive information.

EMPLOYEE BENEFITS:

The United States Probation Office offers an excellent work environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, a Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), life insurance, annual and sick leave, a Long Term Disability Plan, periodic salary increase, and the Thrift Savings Program (retirement savings plan) with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

INFORMATION FOR APPLICANTS:

The United States Probation Office is part of the Judicial Branch of the United States Government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

APPLICATION PROCESS:

Submit cover letter and detailed resume with salary history by mail or fax to the address below. Only applicants who are selected to proceed to the next step will be contacted.

United States Probation Office
Attn: Personnel Specialist
Vacancy Announcement 06-04-USPO
P.O. Box 8165
Savannah, GA 31412

Fax: 912-650-4147

THE COURT IS NOT AUTHORIZED TO REIMBURSE A CANDIDATE FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES. THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.